



Prior Notification

Proposed change of use of a building from office (Use Class B1) use to a use falling within Use Class C3 (dwellinghouses)

Checklist

This document includes all the items within the National requirements and the NNPA Local Validation List which relate to this application type.

This checklist refers to applications for prior notification of proposed change of use of a building from office (Use Class B1) use to a use falling within Use Class C3 (dwellinghouses).

This document is for guidance: it lists and describes all the forms and other documents which must be submitted for this particular application type in accordance with our Validation Scheme. Northumberland National Park welcomes [pre-application discussions](#) to ensure that when a planning application is submitted, it is complete and correct.

We welcome applications submitted electronically [via the Planning Portal](#). The Planning Portal enables planning applications to be completed and submitted online. In addition, links are available to providers of appropriate Location Plans and an electronic facility to pay planning fees.

The relevant [application form](#) can also be downloaded from the Planning Portal.

All applications are assessed against [The National Planning Policy Framework, national planning practice guidance](#) and the [Northumberland National Park Authority Core Strategy and Development Policies](#) document (March 2009).

NATIONAL REQUIREMENTS

All applications must be accompanied by 1 original + 3 copies of the form and supporting documents = 4 in total (unless submitted electronically), together with the appropriate fee.

All submitted plans must incorporate a drawing number and title.

Application Form	Required in all cases
Location Plan	Required in all cases
Fee - Prior Approval	Required in all cases

LOCAL REQUIREMENTS

The following items from part of the Northumberland National Park Authority Local Validation List and may be required as described in the detailed notes which can be accessed using the hyperlinks in the table.

Site Plan	Required in most cases
Planning Statement	May be required
Flood Risk Assessment	May be required
Land Contamination Assessment	May be required
Transport Assessment	May be required